

**ST. CHARLES PARISH**

**CIVIL SERVICE RULES AND REGULATIONS**

**THIS REVISION CONTAINS A SUBSTANTIAL NUMBER OF CHANGES AND  
SHOULD BE REVIEWED IN ITS ENTIRETY. ALL FUTURE CHANGES WILL  
BE DENOTED, NUMBERED IN SEQUENCE, AND DATED FOR CHANGE  
IDENTIFICATION.**

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## **Rule 1.0. MERIT PRINCIPLES**

**Section 1.01. OBJECTIVE:** It shall be the purpose of the policies, rules, and procedures adopted by the St. Charles Parish Civil Service Board to:

- a. Provide all employees with a healthy and wholesome atmosphere in which to perform their work
- b. Maintain proper superior-subordinate relationships, attitudes, actions, and communications
- c. Define the rights and responsibilities of employees
- d. Administer all personnel action in accordance with acceptable merit principles
- e. Develop an organization of employees dedicated to providing courteous, dependable, and efficient service to the residents of St. Charles Parish

**Section 1.02. MERIT PRINCIPLES:** The objectives shall be pursued in accordance with the following merit principles:

- a. Recruitment, selection, and advancement of employees shall be on the basis of their ability, knowledge, and skills and shall include open consideration of qualified applicants for initial appointments.
- b. Employees shall be compensated equitably and adequately for work performed.
- c. Employees shall be trained as necessary to ensure high quality performance.
- d. Employees shall be retained on the basis of the adequacy of their performance, counseled when that performance is inadequate, and separated when performance cannot be corrected.
- e. Applicants and employees shall be treated fairly in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or disability and with proper regard for their privacy and constitutional rights as citizens.

## **Rule 2.0. GENERAL ADMINISTRATION**

**Section 2.01. TITLE:** These rules shall be known as the “Civil Service Rules and Regulations of St. Charles Parish Government.”

**Section 2.02. PURPOSE:** The purpose of these rules shall be to establish for St. Charles Parish a system of personnel administration based on established merit principles and policies governing the appointment, promotion, tenure, welfare, transfer, layoff, removal, and discipline of classified employees. All appointments and promotions to classified positions in the Parish service shall be made solely on the basis of merit, to be ascertained by competitive examinations.

These personnel policies and rules and regulations shall also serve as direction for the Parish President and Personnel Officer in executing the rules established by the Civil Service Board.

- a. The following employees shall be exempt from these rules and regulations:
  1. All elected officials.
  2. Any Assistants to the Parish President, the Director and Assistance Directors of each Department of the Parish (excluding Personnel), the Superintendent and Assistant Superintendents, Executive Secretary to the Parish President and Secretary to the Parish Council.
  3. Members of Boards, Agencies, Special Districts, and all employees thereof.
  4. Organizations and their employees and other persons who are employed by the Parish on a temporary or contractual basis.
  5. Parish Attorney and his legal assistants, when applicable.
  6. All persons employed and paid exclusively with Federal funds administered by the Parish unless specifically required by Federal regulation or law to be included under this merit system of public employment.
- b. All Parish employees not expressly exempted from coverage by these rules shall be subject to the provisions of these rules.

### **Section 2.03. CIVIL SERVICE BOARD**

- a. Objectives: As established by the St. Charles Parish Home Rule Charter, the objectives of the St. Charles Parish Civil Service Board shall be:
  1. Represent the public interest in matters of personnel administration in the services of the Parish government.
  2. Advise and assist the Parish President with reference to the maintenance and improvement of personal standards in the administration of Parish service, and the classified system.
  3. Advise and assist the employees in the classified service with reference to the maintenance, improvement and administration of personnel matters related to any individual or group of employees.
  4. Make at the direction of the Parish President, Personnel Officer, or upon its own motion, any investigation concerning the administration of personnel or the compliance with the provisions of this section in the Parish service; review and modify or set aside, upon its own motion, any of its actions, and take any other action which it determines to be

desirable or necessary in the public interest or to carry out effectively the provisions and purposes of this section, the findings of all investigations to be reported to the Parish President.

5. Conduct investigations and act upon complaints by or against any officer or employee in the classified service for the purpose of demotion, reduction in position or abolition thereof, suspension or dismissal of the officer or employee, in accordance with the provisions of this section.
6. Adopt, alter, amend and promulgate rules and regulations necessary to carry out effectively the provisions of this section, including prohibition against political activity of employees. Rules and regulations in effect on the effective date of this amendment will remain in effect until such time as these rules are altered or amended by the Board. No rule, regulation or order shall be contrary to or in violation of any other provisions of law. No rule, regulation or policy affecting finances shall be effective without approval of the Parish President and adopted in the Parish budget.
7. Adopt and maintain a classification plan and pay plan; such pay plan shall become effective only after approval by the Civil Service Board, Parish President, and the Parish Council.
8. Make reports to the Parish President upon its own motion or upon the official request of the Parish President, regarding general or special matters of personnel administration or with reference to any appropriation made by the Parish Council for the expenses incidental to the operation of the Board.
9. Perform such other policy-making or quasi-judicial duties as may be required under the rules developed pursuant to this section.

**b. ORGANIZATION:** The Civil Service Board shall be organized in the following manner:

1. A Civil Service Board is hereby created which shall be composed of five (5) members. This Board shall have a chairman, vice-chairman, and a secretary, which shall serve at the pleasure of the Board. The domicile of the Board shall be in Hahnville, Louisiana. The existing members of the Civil Service Board shall comprise the members of the Civil Service Board created by this section. Each existing member shall continue to hold office until the expiration of the term for which he was appointed.
2. Members of the Board may be paid a per diem allowance and may be reimbursed for expenses incurred in official duties as may be determined by the Parish Council.
3. To be eligible for appointment or to serve as a member of the Civil Service Board, a person shall be a citizen of the United States of America and shall be a qualified voter of the Parish and shall have resided within the Parish for a period of five (5) years prior to



his assuming office. No member of the board shall hold an elected office nor position in the Parish government.

4. The members of the Board shall be appointed as follows:
  - (i) One (1) member shall be appointed by the Director of the Department of Civil Service, State of Louisiana, after consulting with the President of the Louisiana Civil Service League.
  - (ii) One (1) member shall be appointed by the Parish Council upon its own nomination.
  - (iii) One (1) member shall be appointed by the Parish President.
  - (iv) One (1) member shall be filled by appointment of the Parish Council from a list of three (3) persons submitted by the President of Nicholls State University.
  - (v) One (1) member shall be filled by appointment of the Parish Council from a list of three (3) persons submitted by the President of Tulane University.

Should any of the appointing authorities become non-existent, the Parish Council shall designate by ordinance, a replacement appointing authority.

5. The term of office for all members of the Board shall be for a period of three (3) years.
6. Upon the expiration of the term of office of any member of the Civil Service Board, or whenever a vacancy in the office of any member thereof occurs, the appointing authority shall appoint a successor in the same manner as the outgoing member was appointed, and such successive appointment shall be made within sixty (60) days after the expiration or vacancy occurs. Should the appointing authority fail to appoint within thirty (30) days, the first named nominee shall automatically become a member of the Board.
7. Each member shall take the oath of office before entering upon the duties of his office. His oath shall include a statement to uphold the constitution and laws of the United States, State of Louisiana and the Parish of St. Charles, and to administer faithfully and impartially the provisions of this section and the rules adopted under the authority of this section. The oath of office shall be administered by any person having the legal authority to administer oaths.
8. A member of the Civil Service Board may be removed by the appointing authority, as the case may be, for cause, after being served with written specifications of the charges against him and being afforded an opportunity for a public hearing thereon by the appointing authority. The District Attorney of the Judicial District wherein the Board member resides may institute such suit, upon his own initiative.

9. The Parish Council shall advise, within the thirty (30) days provided for the appointment of the Board members, each appointee of his appointment and term of office as a member of the Civil Service Board.
10. The Board shall meet at any time after its original meeting upon the call of the Chairman, who shall give all members of the Board due notice thereof. The Chairman of the Board shall call, and the members of the Board shall attend, one regular meeting of the Board within each quarterly period of each calendar year. If the Chairman fails or refuses to call such quarterly meeting of the Board, the members of the Board shall meet upon the written call of any two (2) members mailed five (5) days in advance of the meeting. Three (3) members of the Board shall constitute a quorum, and the concurring votes of all three (3) members shall be sufficient for the decision of all matters to be decided or transacted by it. Meetings of the Board shall be held in accordance with the public meeting laws of the State of Louisiana.

#### **Section 2.04. PERSONNEL OFFICER**

- a. This shall be a competitive position, with selection, appointment and/or removal from office made by the Civil Service Board.
- b. Procedures for terminating the Personnel Officer shall be in accordance with The Rules and Regulations for Classified Employees.
- c. The duties of the Personnel Officer shall be to:
  1. Administer the personnel system for the Parish.
  2. Prepare personnel rules and revisions for consideration by the Board.
  3. Interpret and enforce rules adopted by the Board.
  4. Establish procedures for implementing the adopted personnel policies and rules.
  5. Establish eligibility lists and prepare classification plan and pay plan for approval by the Board.
  6. Establish and maintain a roster of Parish employees.
  7. Serve as Secretary to the Civil Service Board at Board meetings.
  8. Establish and maintain such records, forms, and procedures as may be necessary to control personnel transactions.
  9. Perform other duties as required by the Board and Parish President.

**Section 2.05. EMPLOYEE STATUS:** All employees under the provisions of these rules shall be classified as either full-time or part-time or temporary or seasonal (full-time or part-time).

- a. A full-time employee is one whose position requires 28 hours or more a week on a regularly scheduled basis
- b. A part-time employee is one whose position requires less than 28 hours a week on a regularly scheduled basis.
- c. A temporary or seasonal employee (full-time or part-time) is one whose position is established for a period not to exceed six (6) months.

All full-time and part-time employees shall be entitled to all employee benefits provided by the Parish, as required by law. Temporary and seasonal employees shall not be entitled to any benefits unless otherwise specified by the Parish President.

**Section 2.06. HOURS OF WORK:**

- a. **Work Week:** The work week shall consist of the following hours for these specified employee classifications:
  - 1. Labor and Trades: 40 hours (five 8-hour or four 10-hour days during a seven day week, Saturday through Friday).
  - 2. Administrative/Professional and Clerical/Technical: As established by the Parish President.

Local conditions, the nature of the work, seasons of the year, and custom shall determine the specific starting and ending times of each work day.

- b. **Lunch Periods:** Employees shall be given one half hour each day for lunch. Time off for lunch shall not be considered work time for pay and overtime purposes.

**Section 2.07. DISSEMINATION:** All Parish employees shall be informed of the existence of these rules. The Personnel Office and each department shall keep a current copy available for review by employees.

- a. The Board shall be responsible for making, altering, amending, and promulgating the rules governing the administration of the Civil Service system for St. Charles Parish. Amendments may be proposed by any member of the Board, and the Personnel Officer or Parish President.
- b. Within 15 days after adoption, amendment, or repeal of any rule, the Personnel Officer shall furnish an official copy to each Department Director.

### **RULE 3.0. POSITION ACTION**

The personnel officer shall consider the creation, reallocation or abolishment of any position for which such a request is made.

- a. Creation or Abolishment of Position or Reallocation of Position: The Department Director or the Personnel Officer may initiate requests for the creation or abolishment of a position or reallocation of a position whenever the requester believes that changes in job duties have had a permanent and substantial affect on the assignment and scope of duties and responsibilities therein. (See Layoff Procedures).
- b. Reallocation of a Filled Position: Requests for reallocation shall include a written description of the newly assigned duties and responsibilities.

In the reallocation of a filled position, the incumbent employee shall be permitted to remain in the position, provided the incumbent meets the qualification requirements for the new position and passes any required examination.

If the incumbent does not qualify for the new class, the incumbent shall be transferred to another position for which he/she is qualified. If no position is available for which the incumbent is qualified, his/her employment shall be terminated (Refer to Layoff Procedure).

- c. Action Ratification: Action to create, abolish or reallocate a filled or vacant position shall be subject to approval by the Board.
- d. Employee Appeal: If any employee believes his position has been improperly allocated, he may take the following course of action:
  - 1. Submit a written appeal to the Personnel Officer.
  - 2. If dissatisfied with the Personnel Officer's decision, employee may follow the established grievance procedure for a Board hearing.
- e. Maintenance of Classification Plan: The Personnel Officer shall be responsible for the proper and continual maintenance of the classification plan. The Personnel Officer or designee shall conduct such review of proposed or existing position as deemed necessary to ensure their proper allocation in the classification plan and to ascertain the validity of proposed or existing class specification.

### **Rule 4.0. COMPENSATION PLAN**

**Section 4.01. COMPOSITION:** The compensation plan shall comprise the following:

- a. Pay Schedule: The pay structure shall be contained in one general schedule for all classified employees in service.

- b. List of Job Titles According to Pay Ranges: A list of jobs grouped according to assigned pay ranges.
- c. Methodology: The method by which a job is assigned to a pay range. The Parish Administration shall recommend the methodology process, as approved by the Personnel Officer and by the Civil Service Board.
- d. Salary Survey Form: A summary of the recommended pay range for jobs per the selected methodology process.

**Section 4.02. MAINTENANCE:** The Personnel Officer shall perform periodic audits of the prevailing compensation plan to make recommendation for changes or to see independent studies be conducted to recommend changes. Based on these recommendations the Civil Service Board shall submit its recommendations to the Parish President for approval. Final approval for the compensation plan shall be obtained from the Parish Council through the enactment of the annual Parish budgets.

**Section 4.03. PAY PLAN ADJUSTMENTS:** On the effective date of any amendment to the compensation plan, the affected employee's rate of pay shall be adjusted to a relative position in the newly assigned range as the employee's position occupied in the previous pay range for the respective class.

**Section 4.04. APPOINTMENT RATE:** For purposes of administering these rules and the pay plan, newly hired classified employees shall be compensated at the entry level of the pay range for which the job is assigned. A newly created or revised position shall be assigned the minimum rate of pay for the range to which the position is assigned.

- a. Original Appointment:
  - 1. Exceptional Qualifications: In cases where the applicant possesses exceptional qualifications directly related to a position specification, the Department Director can recommend to the Personnel Officer that the applicant be offered a pay rate 15 % above the entry rate for that position, not to exceed the maximum rate for that range. The Department Director/head of department or office must present the request with rationale for the request to the Personnel Officer. This action, if approved, shall be subject to review by the Civil Service Board at its next scheduled meeting.
  - 2. Recruitment Difficulties: With prior approval from the Parish President and the Personnel Officer, in the case where a recruitment effort has failed to produce qualified candidates, the position may be filled at a rate above the entry level of the assigned pay range, not to exceed the maximum of that pay range. The recommendation to hire at a rate above entry level shall require the Personnel Officer to document recruiting efforts and rationale for the recommended pay rate, and shall be subject to review by the Civil Service Board at its next scheduled meeting. Whenever a higher starting rate is approved and implemented

based on recruiting difficulties, all current employees occupying the position involved whose salaries are below the new entrance rate shall be raised to the new higher rate. The position shall then be "red circled" to identify the approved rate of pay above the entry of the pay range.

- b. Promotion: On promotion to a higher class, an employee shall receive a minimum pay increase of 5% or to the minimum of the new pay range, whichever is higher.
- c. Demotion: All demotions will be compensated at entry level of the pay range to which the employee is demoted.
- d. Reinstatement: A former employee reinstated under the provisions of these rules shall be compensated at the rate of pay prior to termination.
- e. Transfer: A lateral transfer shall require no pay action.
- f. Temporary Assignment: In a temporary interdepartmental or intradepartmental assignment, the employee shall be entitled to the same salary and benefits as he/she would hold in his/her regular position (i.e., no pay reduction or increase). Pay may be increased to the rate he/she could receive upon promotion to such a position, provided that:
  - 1. The employee meets the minimum requirements of the job, per the job description, for which he is performing temporarily.
  - 2. The temporary assignment shall not exceed six (6) months. See section 6.09.
- g. Introductory Period: There shall be a probationary period of six (6) months for all full-time employees beginning on the first day of employment. During this time the supervisor will determine if the employee is performing the job satisfactorily. If at any time during this introductory period, the supervisor determines that the employee is unsuitable for the job, employment shall be terminated, without recourse as prescribed in grievance procedures.

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**Section 4.05. MERIT INCREASE:** An employee may be granted an annual merit award of up to 5% on the basis of proficiency and performance. Such award shall not be automatic, but shall be granted only on meeting the accepted required criteria and provided sufficient funds are available. No employee shall receive merit awards of more than 5% within a class in any fiscal year.

**Section 4.06. PART-TIME EMPLOYEES:** Part-time employees shall be paid according to the rules applicable to full-time employees in the same class.

**Section 4.07. OVERTIME:** Overtime shall be authorized for the proper maintenance of essential Parish services and shall be allocated as evenly as possible among all qualified

#### **Section 4.08. COMPENSATION FOR OVERTIME:**

- a. Classified exempt employees shall be credited with compensatory leave equal to the number of authorized extra hours worked below 40 hours per week and at a rate of 1 ½ times the extra hours worked, over 40 hours per work week. See section 7.08 concerning use of compensatory leave.
- b. All employees in a non-exempt FLSA status shall be compensated at the rate of one and one-half times the normal rate of pay for each hour of authorized work over 40 hours per work week.

#### **Section 4.09. PAYMENT OF ANNUAL LEAVE UPON SEPARATION:**

- a. Each employee upon separation from the classified service shall be paid the value of his/her accrued annual leave in a lump sum. However, a pro rata deduction shall be made from final wage payment for any vacation taken but not earned.
- b. No payment shall be made to terminated employees for accrued sick leave.

**Section 4.10. REPORTING PAY:** Exempt employees who are sent home because of inclement weather shall receive pay for the number of hours worked at their regular straight time rate, unless otherwise approved by the Parish President.

**Section 4.11. MAKE-UP TIME:** Department Directors may authorize employees to perform additional work outside their regularly scheduled work time in order to make up for work time lost as a result of inclement weather. However, employees must make up work within the same pay period. For example, if employees are paid every two (2) weeks, then make-up time needs to be performed within a two (2) week period. Employees shall be paid straight time for this additional work.

**Section 4.12. PAY PERIOD:** Employees shall be paid by check every two weeks. When a scheduled payday coincides with an authorization holiday, checks shall be issued on the preceding work day.

**Section 4.13. GARNISHMENTS:** The Parish administration shall make deductions from **an employee's** earnings in compliance with court orders requiring that such earnings be withheld for payment of debt.

**Section 4.14. TRAVEL EXPENSES:** Employees traveling on Parish business shall be compensated in accordance with the Civil Service Travel Regulations.

**Section 4.15. HEALTH AND LIFE INSURANCE:** All permanent full-time employees shall be eligible to participate in the Group Health and Life Insurance plan administered by the Personnel Officer. Insurance premiums shall be paid at not less than 50% by the employer.



**Section 4.16. BENEFITS CONTINUATION:** Employees who take leave, have the option to continue or cancel their group insurance benefits.

Employees covered by the group insurance plan may continue coverage during authorization periods of leave with or without pay provided the employee continues to pay his/her portion of the premium.

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents/ beneficiaries the opportunity to continue health insurance coverage under the group insurance plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are:

- a. resignation
- b. termination of employment
- c. death of an employee
- d. a reduction in an employee’s hours or a leave of absence
- e. an employee’s divorce or legal separation
- f. a dependent child no longer meeting eligibility requirements

Under COBRA, the employee may elect to continue coverage, provided the employee continues to pay his/her monthly premium. (Refer to federal guidelines concerning COBRA continuation coverage for specifics).

**Section 4.17. RETIREMENT:** the Parochial Employees Retirement System of Louisiana and the rights and benefits of employees provided thereunder are hereby recognized. The cost of the program shall be paid in accordance with the requirements established by the system.

## **RULE 5.0 COMPETITIVE AND NON-COMPETITIVE CLASSES**

**Section 5.01. DETERMINATION OF CLASSES:** The Personnel Officer shall determine which classes of work are competitive and which are non-competitive.

- a. Non-competitive Classes:
  1. The Personnel Officer, and the Department Director may designate some classes as being non-competitive, thereby eliminating the need for open competitive examinations.
  2. Notice of job vacancies in the non-competitive classes shall be posted in the same manner that classified competitive positions are posted and advertised (Section 6.01). Probationary employees who are in their initial introductory period shall be eligible to bid on jobs or be temporarily upgraded , only when the position is not filled by a qualified non-probationary employee (see Introductory Period: section 4.04h). If the employee has served less than three months of their probationary period the period shall be extended six months. If the employee has served more than three months, the probationary period shall extend three months.



3. All other aspects related to non-competitive classes (i.e., performance appraisal, classification, compensation, employee discipline, etc.) shall be administered in the same manner as for competitive classes.
- b. Competitive classes shall be those classes of work requiring a passing grade on an open competitive examination in order for the applicant to be considered for that type of work.

#### **Section 5.02. DEVELOPMENT AND ADMINISTRATION OF THE EXAMINATION**

- a. The Personnel Officer and Department Director shall develop or select reliable and valid examination techniques for competitive classes.
- b. All appointments shall be made on the basis of merit. Insofar as practicable, every applicant shall be rated by an examination process appropriate for his/her class, prepared at the direction of the Personnel Officer.
- c. Examination may be assembled or unassembled and may include written, oral, physical or performance tests; ratings of training and experience; or any combination of these. They may rate such factors as education, experience, demonstrated performance, aptitude, knowledge, character, fitness for duty, or any other qualification that the Personnel Officer and Department Director determines valid indicators of performance in the class.
- d. A person may apply for the same competitive or non-competitive position only once within a four-week period, not to exceed three times a year.
- e. Scores or ratings resulting from the examination process are prepared at the direction of the Personnel Officer and maintained by this office. Scores shall be used only to qualify candidates for the interview process. To qualify for an interview, the candidate must score a 70% or higher.
- f. Candidates shall be notified by the Personnel Office of their examination results.
- g. Test scores are valid for one (1) year. Therefore candidates must retest for re-qualification after the expiration period.

#### **Section 5.03. REGRADING OF TESTS:**

- a. Upon proper application to the Personnel Officer, an applicant may have his examination and rating reviewed.
- b. If a rating error is found, it shall be corrected but the change shall not invalidate any certification or appointment made from the eligible list for the respective class. Assuming the applicant passed the examination; the applicant shall be placed on the class list of eligible applicants and considered for the next notice of vacancy.

- b. If a rating error is found, it shall be corrected but the change shall not invalidate any certification or appointment made from the eligible list for the respective class. Assuming the applicant passed the examination; the applicant shall be placed on the class list of eligible applicants and considered for the next notice of vacancy.

## **Rule 6.0. HIRING PRACTICES**

### **Section 6.01. METHODS OF FILLING VACANCIES:**

- a. A personnel requisition shall be filed with the Personnel Office notifying them of a vacancy in the department. With the hiring Department Director and Parish President's approval the search process for qualified applicants begins.
- b. All positions shall be first posted for a period of five (5) working days and open to competitive application/bid by Civil Service employees. If no applications/bids are submitted, or no current employees meet the established minimum qualifications, the Personnel Officer will first refer to the application file. If necessary, a job advertisement will be placed in newspapers and market sources or professional journals.
- c. The Personnel Officer shall refer all applicants who have met the minimum requirements to the hiring authority. The Personnel Officer shall make all arrangements for interviews. The hiring authority shall notify the Personnel Officer and Parish President of the interview results. The results should include rationale for recommendations.

**Section 6.02. SELECTION FOR NON-COMPETITIVE CLASSES:** Preference shall be given to St. Charles Parish residents and persons with prior experience in related work.

### **Section 6.03. EMPLOYMENT OFFERS:**

- a. All conditional employment offers to classified candidates shall be made by the Hiring Department Director/head of department/office with the advance knowledge of the Personnel Officer. Offers shall give first preference to qualified St. Charles Parish residents. If no qualified applicants reside in or is willing to relocate to the Parish, the Personnel Officer may approve the hiring of an applicant who does not reside in the Parish. This action shall be subject to review by the Civil Service Board at its next scheduled meeting.
- b. If the offer involves an inter-departmental transfer or promotion in the Parish service, the employee's present supervisor shall be notified by the Personnel Officer prior to the employee's notification.

**Section 6.04. PHYSICAL EXAMINATION:** A physical requirements test may be required of all applicants after a conditional employment offer has been made. The physician shall be

The Parish will make reasonable accommodations for qualified applicants with disabilities to enable them to perform essential job functions as long as the accommodation required does not cause undue financial hardship to the Parish.

**Section 6.05. ORIGINAL AND PROMOTIONAL APPOINTMENTS:**

- a. New applicants to the Parish service and current employees of St. Charles Parish shall be required to successfully complete the same examination process in order to be declared eligible for original or promotional appointment to a class. New applicants and current employees who successfully complete the examination process shall be considered eligible for the class.
- b. Department Directors or hiring authorities shall make original or promotional appointments from the appropriate list of eligible applicants certified by the Personnel Officer.
- c. The Personnel Officer shall not include any employee having a current overall service rating of "unsatisfactory" in any promotional certification.
- d. Department Directors or hiring authorities shall document their reasons for selecting or rejecting available eligible applicants from the certified list.

**Section 6.06. TEMPORARY APPOINTMENTS:**

- a. Whenever a Department Director determines that a position should be filled for a limited period, they shall describe in writing to the Personnel Officer the circumstances that require temporary appointment.
- b. Temporary appointments shall be made from lists of qualified applicants certified to the Department Director by the Personnel Officer. No temporary appointment shall exceed six (6) months.

**Section 6.07. EMERGENCY ASSIGNMENT:**

- a. A Department Director, upon approval of the Personnel Officer, shall be permitted to make an emergency assignment when a position vacancy caused by unforeseen circumstances or conditions beyond his/her control threatens the proper functioning of the Parish and the efficient rendering of public services.
- b. A Department Director may make an emergency assignment by reassigning an employee within the department to a position not formally established. Before making such an assignment, the Department Director shall immediately report to the Personnel Officer the duties and responsibilities of the employee and the expected duration of the reassignment. After receiving notification of such reassignment, the Personnel Officer shall take such steps as he/she deems necessary to maintain the

integrity of the classification plan and the rule for limitation of emergency assignment.

- c. An emergency assignment may be made without regard to the selection provisions of these rules, but in no case shall such assignments continue longer than 90 work days.

**Section 6.08 TEMPORARY INTERDEPARTMENTAL ASSIGNMENTS:** Following the agreement between Department Directors concerning use of an employee with special knowledge or qualifications, and with prior approval of the Personnel Officer, an employee may be assigned to a position for which he/she is qualified in another department for a period not to exceed 90 work days. Such arrangements may be continued beyond 90 work days upon presentation of sufficient justification in writing to the Personnel Officer, but in no case shall a position be filled by such assignment for more than 120 work days in any 12 month period.

**Section 6.09. TEMPORARY ASSIGNMENT:** A Department Director may temporarily assign an employee to a different job within the same department as long as:

- a. The employee meets the reassigned class minimum qualifications, and has completed the introductory period.
- b. If an employee is temporarily assigned to a position with a higher classification, the employee's salary shall be adjusted to at least the minimum of the temporarily assigned classification.

If an employee is temporarily assigned to a position with a lower classification, the employee's salary will remain unchanged.

If a change in salary occurs as a result of a temporary assignment, the employee's salary will be restored to the original salary upon completion of the temporary assignment.

- c. The reassignment is necessary for valid work-related conditions.

## **RULE 7.0. LEAVES OF ABSENCE**

### **Section 7.01. HOLIDAYS:**

- a. Regular Holidays:
  - 1. The following days shall be observed as regular holidays by all employees of St. Charles Parish working a 5-day 8-hour schedule:
    - a. New Years Day 8 hours
    - b. Martin Luther King, Jr. Day 8 hours
    - c. Mardi Gras 8 hours
    - d. Good Friday 8 hours
    - e. Memorial Day (Last Monday in May) 8 hours
    - f. President's Day 8 hours

g. Veteran's Day	8 hours
h. Independence Day	8 hours
i. Labor Day	8 hours
j. Thanksgiving Day	8 hours
k. Day after Thanksgiving	8 hours
l. Christmas Day	8 hours

**In addition, there shall be 2 floating holidays each year to be chosen from, All Saints Day, Christmas Eve, and New Year's Eve. The total holidays for each employee shall equal a minimum of 112 hours. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.**

2. The following days shall be observed as regular holidays by all employees of St. Charles Parish working a 4-day 10-hour work schedule:

a. New Years Day	10 hours
b. Martin Luther King, Jr. Day	10 hours
c. Mardi Gras	10 hours
d. Good Friday	10 hours
e. Memorial Day	10 hours
f. President's Day	10 hours
g. Veteran's Day	10 hours
h. Independence Day	10 hours
i. Labor Day	10 hours
j. Thanksgiving Day	10 hours
k. Christmas Day	10 hours

**In addition, there shall be one-half day given each year as a floating holiday. Whenever a holiday falls on a Saturday, the preceding Thursday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday.**

The Parish President may declare additional holidays at his discretion.

Holidays shall be observed in accordance with the annual schedule approved by the Civil Service Board.

- c. Eligibility for Paid Holidays: All classified, full-time employees whose regular work schedule falls on a holiday shall be entitled to time off during such period with pay. Temporary and part-time employees shall be granted unpaid holidays.
- d. Compensation for Holiday Work:
  1. Employees required to work during holidays shall earn overtime as presented in Sections 4.07 and 4.08 of the Compensation Rules.

2. When an employee's leave of absence without pay coincides with a holiday or with the scheduled work day immediately preceding or following a holiday, the employee shall not be entitled to receive pay for the holiday.
3. Employees wishing to observe religious holidays not coinciding with official holidays may be given time off without pay, or may be authorized to use accrued annual leave, upon the prior approval of the Department Director and the Personnel Officer.

## **Section 7.02. ANNUAL AND SICK: (EMPLOYEES HIRED PRIOR TO 1-1-95)**

- a. Eligibility for Annual and Sick Leave: Full-time status employees shall earn annual leave on an annual basis and sick leave on a quarterly basis in accordance with the following schedule of total service. Temporary, part-time, and emergency employees shall not earn annual and sick leave.
- b. Earning Annual and Sick Leave: The beginning of vacation leave will be as of January 1<sup>st</sup> of each year. Sick leave is accrued quarterly.
  1. A salaried or hourly wage employee working a five 8-hour weekly schedule shall be authorized annual and sick leave in the following manner:

<u>Years of Service</u>	<u>Days of Annual Leave</u>	<u>Days of Sick Leave</u>
1- 4	10(80 hrs/yr)	15(120 hrs/yr)
5- 9	15(120 hrs/yr)	25(200 hrs/yr)
10- 19	20(160 hrs/yr)	30(240 hrs/yr)
20- 29	25(200 hrs/yr)	35(280 hrs/yr)
30 +	30(240 hrs/yr)	35(280 hrs/yr)

**\*NOTE:** An employee becomes entitled to each annual vacation on his service anniversary date; but for convenience, an employee after completion of one year of service may be permitted to take his vacation at any time during the calendar year in which he becomes entitled to his vacation.

2. A salaried or hourly wage employee working a four 10-hour weekly schedule shall be authorized annual and sick leave in the following manner:

<u>Years of Service</u>	<u>Days of Annual Leave</u>	<u>Days of Sick Leave</u>
1- 4	8(80 hrs/yr)	12(120 hrs/yr)
5- 9	12(120 hrs/yr)	20(200 hrs/yr)
10- 19	16(160 hrs/yr)	24(240 hrs/yr)
20- 29	20(200 hrs/yr)	28(280 hrs/yr)
30 +	24(240 hrs/yr)	28(280 hrs/yr)

- c. Accrual of Annual Leave: An employee may not accrue annual leave.
- d. Accrual of Sick Leave: An employee may accrue sick leave from one year to the next. Employees being transferred, promoted or demoted shall retain accrued sick leave.
- e. Use of Annual Leave:
  - 1. Annual leave must be applied for as required by the Department Director.
  - 2. An employee must take annual leave when scheduled, or otherwise lose it, if required by the Department Director.
  - 3. If work-related circumstances arise which prevent the employee from taking scheduled leave, special arrangements shall be made by the Department Director.
  - 4. The minimum charge to annual leave records shall be ½ day.
- f. Use of Sick Leave: Sick leave with pay may be taken for illness or injury that prevents performance of an employee's usual duties, or for medical, dental or optical consultation or treatment. The employee's Department Director may request and obtain, through licensed physician notification, verification of the circumstances surrounding any use of sick leave.

**Section 7.02a. ANNUAL AND SICK (EMPLOYEES HIRED AFTER 1-1-95)**

- a. Eligibility for Annual and Sick Leave: Full-time status employees shall earn annual and sick leave on a quarterly basis in accordance with the following schedule of total service. Temporary, part-time, and emergency employees shall not earn annual and sick leave.
- b. Earning Annual and Sick Leave: Vacation and sick leave shall be earned on a quarterly basis, and shall not be taken until earned. The quarterly basis shall end on March, June, September, and December. An employee must be employed for a minimum of 60 days in a quarter to receive credit for the quarter.
  - 1. A salaried or hourly wage employee working a five 8 hour weekly schedule shall be authorized annual and sick leave in the following manner:

<u>Years of Service</u>	<u>Days of Annual Leave</u>	<u>Days of Sick Leave</u>	<u>Maximum Accrual of Sick Leave</u>
1- 4	10(80 hrs/yr)	10(80 hrs/yr)	60
5- 9	15(120 hrs/yr)	10(80 hrs/yr)	60
10- 19	20(160 hrs/yr)	15(120 hrs/yr)	80
20- 29	25(200 hrs/yr)	20(160 hrs/yr)	100
30 +	30(240 hrs/yr)	20(160 hrs/yr)	100

2. A salaried or hourly wage employee working a four 10-hour weekly schedule shall be authorized annual and sick leave in the following manner:

<u>Years of Service</u>	<u>Days of Annual Leave</u>	<u>Days of Sick Leave</u>	<u>Maximum Accrual of Sick Leave</u>
1- 4	8(80 hrs/yr)	8(80 hrs/yr)	48
5-9	12(120 hrs/yr)	8(80 hrs/yr)	48
10- 19	16(160 hrs/yr)	12(120 hrs/yr)	64
20-29	20(200 hrs/yr)	16(160 hrs/yr)	80
30 +	24(240 hrs/yr)	16(160 hrs/yr)	80

- c. Accrual of Sick Leave: An employee may accrue sick leave from one year to the next in accordance with the above schedule. Employees being transferred, promoted or demoted shall retain accrued sick leave. **At the point that the maximum accrual of sick leave is reached, days over the maximum will be placed in a “sick leave bank” to be used according to the Family Medical Leave Act of 1993, Section 7.03 of these rules. In addition, employees hired prior to January 1, 2007 may utilize “sick leave bank” days to convert to additional retirement benefit credit upon normal retirement, in accordance with the leave conversion provision of the Parochial Retirement System of Louisiana. Employees hired after January 1, 2007 may convert only their maximum accrual of sick leave balance excluding sick leave bank, in accordance with the Parochial Retirement System of Louisiana leave conversion provision and the St. Charles Parish Administrative Policy on Retiree Leave Conversion.**

- d. Use of Annual Leave:

1. Annual leave must be applied for as required by the Department Director.
2. An employee must take annual leave when scheduled, or otherwise lose it, if required by the Department Director.
3. If work-related circumstances arise which prevent the employee from taking scheduled leave, special arrangements shall be made by the Department Director.
4. The minimum charge to annual leave records shall be ½ day.

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5. Annual leave must be used prior to the second succeeding anniversary date of the year in which it was earned.
- e. Use of Sick Leave: Sick leave with pay must be taken for illnesses or injury which prevents performance of an employee’s usual duties, or for medical, dental or optical consultation or treatment. The employee’s Department Director may request and



obtain verification of the circumstances surrounding any use of sick leave, through licensed physician notification.

**Section 7.03. FAMILY AND MEDICAL LEAVE ACT OF 1993:** The Family and Medical Leave Act of

1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity, to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons, and to promote the goal of equal employment opportunity for women and men. (The Act shall be administered as per the St. Charles Parish Family/Medical Leave Policy).

**Section 7.04. SPECIAL LEAVE:** The Department Director may grant special leave **up to and not to exceed three work days** under the following circumstances:

- a. Funeral Leave: A full-time employee will be given time off without loss of pay, annual leave or sick leave in the event of a death in the employee's immediate family. For the purposes of this provision, "employee's immediate family" shall mean the employee's children, spouses of children, brothers, sisters, parents, spouse, and parents of employee's spouse, **grandparents and grandchildren**.
- b. Jury Duty/Civil Leave: If a full-time employee of the Parish service is called for jury duty, the employee will be paid regular salary. The employee shall be expected to report for work if a reasonable amount of time remains in a regular work day.
- c. Natural Disaster: A full-time employee will be paid regular salary or wages for absence because of extremely severe weather such as hurricanes, tornadoes, floods, or other natural disasters, provided that the Parish President has declared that these circumstances pose a definite threat to the safety and welfare of Parish residents and their families, and the Parish President has authorized leave.
- d. Time Off Without Pay: The amount of time off without pay granted shall be based on the specific facts of each case. In exceptional cases, with the approval of the Department Director and the Personnel Officer, an employee may be granted more than three days of time off without pay in a calendar year.

**\*\*NOTE:** The intent of time off without pay is for leaves of personal reasons (i.e., death in the family, personal emergency, etc.).

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**Section 7.05. LEAVE OF ABSENCE WITHOUT PAY:**

- a. Leave without pay is an administrative decision and may be granted for up to, but not to exceed one (1) year, by the Parish President, upon recommendation of the Department Director and Personnel Officer.
  1. Leave may be granted for reasons of personal or family illness or injury, completion of education, or special work which will permit the Parish to benefit by the experience gained; or work performed; or for reasons that would be of general benefit to the Parish. **(See section 7.03.)**
  2. Failure to report for duty at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.
- b. Leave Without Pay- Retention and Continuation of Benefits: An employee shall retain all unused leaves while on leave without pay status. Vacation and sick leave credits will not be accrued during leave without pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Parish's group insurance plans, provided employee pays 100% of premiums, subject to any regulations adopted and the regulations of the respective insurance companies.

#### **Section 7.06. MILITARY LEAVE:**

- a. Reinstatement after Active Duty: A full-time employee who is drafted or called to active duty in the armed forces of the United States, the Coast Guard, Public Health Service or Civil Defense or is drafted in the Merchant Marine Service shall ( in accordance with existing law) be entitled to re-employment after honorable discharge or discharge under honorable conditions from such service, provided he reports for work within 90 days of such discharge or within 90 days after he is released from hospitalization continuing after discharge for a period of not more than one year. The veteran shall be employed in a job similar to the one held prior to leaving Parish service, at the same salary plus any increases declared during the employee's absence. If the job has been reclassified at a higher level, the veteran shall be employed at the higher level, provided he meets the classification's minimum qualifications. In the event that he does not meet the minimum qualifications or the former job no longer exists, the veteran shall be employed in the highest capacity possible for which he is qualified and for which a vacant position exists. The veteran shall receive a salary comparable to the one he formerly received. To restore the veteran to similar standing as soon as possible, he shall receive preference in selection among the other bidding employees when a vacancy occurs in the formerly held class.
- b. Reinstatement of Disabled Veterans: If the Veteran is not qualified to perform the duties of such position by reason of disability sustained during such service, but is qualified to perform the duties of any other position in the department where he formerly worked, he shall be restored to such other position, the duties of which he is

qualified to perform that will provide him with like seniority, status and pay (or the nearest approximation thereof).

- c. Reserve Training: A full-time employee who is an officer or enlisted member of the National Guard of the state and who attends regular military reserve training shall be given necessary time off at full pay for a period not to exceed 15 days in any calendar year. Time off for the purpose of attending military reserve training shall not affect time, annual leave credit or efficiency.

#### **Section 7.07. WORKER'S COMPENSATION LEAVE:**

- a. When the disability of an employee is of such nature that he/she is entitled to payment under Worker's Compensation Insurance which is in effect, he/she shall be entitled to be paid only Worker's Compensation. Accrued sick leave shall not be paid.
- b. **NO COMPENSATION** shall be paid to an employee for the **FIRST WEEK AFTER THE INJURY IS RECEIVED; PROVIDED**, that in cases where disability from injury continues for two **(2)** weeks or longer after the date of the accident, compensation for the first week shall be paid after the two **(2)** weeks have elapsed.

**Section 7.08. Compensatory Leave:** Classified exempt employees shall receive compensatory time off, in lieu of immediate overtime pay, equal to the number of authorized extra hours worked below 40 hours per week and at a rate of one and one-half hours for each hour of overtime worked. Compensatory time off shall be granted by the Department Director within a reasonable period of time after it is requested if to do so would not unduly disrupt the operation of the department.

Accumulated compensatory time will be paid upon termination of employment and shall be calculated at the current regular rate received by the employee.

The maximum number of hours that can be accumulated for 40-hour employees is 240 (not more than 160 hours of actual overtime worked).

Department Directors will be responsible for administering their compensatory policies by allowing employees to take accrued compensatory time in a timely manner so that compensatory hours will not accrue to excessive levels. In situations in which compensatory time off is not practical, employees will be paid in cash for overtime; however, overtime cash compensation must be approved by the Personnel Officer and Parish President.

In general, an employee who has been credited with compensatory leave shall be required to take all or part of such leave within 30 days of earning it. Only the last 3 months of a calendar year earning of compensatory time may be carried over into the next calendar year

In cases where an employee is accumulating compensatory leave at a rate faster than it can be taken or if taking the compensatory leave would severely hamper Parish operations, the Department Director will take the necessary steps to change the job content or obtain the necessary help to bring it under control.

**Section 7.09. SPECIAL LEAVE OF ABSENCE WITHOUT PAY:** The Parish

President may grant a full-time classified employee a special leave of absence without pay whenever such a leave is for the purpose of enabling the employee to accept an unclassified position in Parish service except an elective office. Any such leave shall not exceed one year without annual review and approval of the Civil Service Board.

**RULE 8.0. PERFORMANCE APPRAISAL**

**Section 8.01. OBJECTIVE:** A uniform performance appraisal system shall be established to provide a systematic and job related basis for obtaining information necessary for supervisors to assess adequacy of individual improvement needs and as a basis for personal actions including promotion, recognizing or rewarding superior performance, correcting inadequate performance and separating employees in cases where inadequate performance cannot be corrected. Employees shall be evaluated as dictated by the administration.

**Rule 9.0. SEPARATIONS, SUSPENSIONS, AND LAYOFFS**

**Section 9.01. RESIGNATION:**

- a. Any employee resigning from the employment of St. Charles Parish shall file a written resignation with his/her Department Director at least two weeks before the date of termination. The resignation shall state the date it is to become effective and the employee's reasons for leaving. Department Directors shall forward the employee's resignation to the Personnel Officer within 24 hours of receipt.
- b. By mutual agreement between an employee and his Department Director, an accepted resignation may be withdrawn at any time prior to the effective date and time specified by the employee in his/her notice of intention to resign.
- c. A resigning employee who fails to notify his/her Department Director as required by this rule may be denied future employment with the Parish.
- d. Unauthorized absence from work for a period of three consecutive work days may constitute a dismissal for cause.

**Section 9.02. LAYOFFS:** The Parish may reduce its work force or lay off employees because of lack of work or because of insufficient funds. Procedures for layoffs shall be established by the Personnel Officer and approved by the Civil Service Board.

**Section 9.03. REPRIMAND:** A Department Director may issue a written reprimand to an employee, provided that any such reprimand shall state:

- a. The specific violation or act of noncompliance causing the issuance of the reprimand; and
- b. The fact that any subsequent violations or acts of noncompliance by the employee may warrant more severe disciplinary action.
- c. The written reprimand shall be signed by the Department Director, employee and immediate supervisor. If the employee refuses to sign the reprimand, a second party will be called in to witness the refusal of the employee's signature.

**Section 9.04. SUSPENSION:**

- a. A Department Director may, for cause, suspend an employee without pay. The Director shall confer with the Personnel Officer before rendering the suspension.
- b. Within 24 hours of the time a suspension becomes effective, the Department Director shall notify, by written memorandum, the suspended employee and the Personnel Officer. The notice shall include the terms of the suspension and the cause for the suspension.

**Section 9.05. DISMISSAL FOR CAUSE:** A Department Director may dismiss an employee for cause. The Director shall confer with the Personnel Officer before dismissing an employee. A written statement of reasons for the dismissal shall be submitted to the Personnel Officer and the affected employee. If the dismissal is directly and solely attributable to the job performance, the dismissal notice shall also include evidence that the employee was given reasonable opportunity to correct the inadequacies.

**Section 9.06. NOTIFICATION OF PERSONNEL ACTION:** In the case of decisions relating to suspensions or dismissals, the Department Director shall immediately furnish the Personnel Officer and the affected employee(s) with a written statement of reasons for said action. The Personnel Officer shall notify the employee by certified mail, at his/her last known address, informing the employee of his/her right to appeal the action to the grievance committee.

**Section 9.07. CAUSES FOR SUSPENSION, DEMOTION, OR DISMISSAL:** Cause for suspension, demotion and dismissal shall include, but not be limited to, the following:

- a. Unwillingness or failure of an employee to perform the duties of his/her position in a satisfactory manner.

- b. The deliberate omission of any act that is the employee's duty to perform.
- c. The commission or omission of any act or acts to the prejudice of the Parish service or any act contrary to the public interest or policy.
- d. Insubordination
- e. Conduct of a discourteous or wantonly offensive nature toward the public, any Parish official or employee; and any dishonest, disgraceful immoral or prejudicial conduct.
- f. Drinking alcoholic beverages while on duty and reporting for duty while under the influence of alcohol.
- g. The use of intoxicating liquors or habit-forming drugs, liquids or preparation to an extent that precludes such employee from performing the duties of his/her position in a safe or satisfactory manner.
- h. Falsely making a statement of any material fact in the application for admission to any test for securing eligibility or appointment to any position in the Parish service, or the practicing or attempting to practice fraud or deception in any such test.
- i. The conviction of a felony.
- j. Using or promising to use influence or official authority to secure any appointment to a position within the Parish service as a reward or return for partisan or political services.
- k. Soliciting or receiving any money or valuable thing from any person or group of persons, for any political party or political purpose.
- l. Inducing or attempting to induce, by threats of coercion, any person holding a position in the Parish service to resign his/her position, take a leave of absence from his/her duties or waive any of his/her rights under the personnel policies of rules lawfully adopted.
- m. The development of any defect of physical or mental condition that precludes the employee from properly performing the essential duties of the position; or the development of any physical or mental condition that may endanger the health or lives of fellow employees.
- n. The willful violation of any personnel policy or of any rule, regulation or order lawfully adopted.
- o. Any other act or failure to act, that the Parish government shall approve as being sufficient to show the offender to be an unsuitable or unfit person to be employed in the service, as shown through progressive discipline.

- p. Habitually reporting to work more than 10 minutes late, or leaving more than 10 minutes early, without an acceptable excuse.
- q. Unauthorized absence from work for a period of three consecutive work days.
- r. Failure to meet established residency requirements will result in dismissal.
- s. Violation of Ordinances # 92-10-11, an ordinance to adopt a Sexual Harassment policy for the Parish of St. Charles and # 90-5-7, an ordinance of the Parish of St. Charles amending the code of Ordinances to provide regulations for Substance Abuse by Parish employees.

#### **Section 9.08. PAYMENT UPON TERMINATION:**

- a. Upon an employee's dismissal, layoff or resignation, the Parish shall pay the employee all compensation due under the terms of employment, upon formal written request to the Personnel Officer. Payment shall be made at the place and in the manner customary during employment (L.R.S. 23:631A).
- b. Upon an employee's dismissal, layoff or resignation, the Parish shall retain compensation due the employee until such time that equipment (i.e.; hard hats, boots, rain suits, etc.) provided to the employee is returned.
- c. Upon retirement or voluntary or involuntary separation, employee shall be paid for accumulated annual leave.
- d. In the case of retirement, an employee may utilize accrued annual leave in accordance with the provisions of the Parochial Employee's Retirement System of Louisiana.

### **Rule 10.0. APPEALS AND GRIEVANCES**

#### **Section 10.01. PURPOSE:**

- a. To provide employees a procedure by which their complaints can be considered expeditiously, fairly, and without reprisal.
- b. To encourage employees to express themselves about the conditions of work which affect them as employees.
- c. To promote better understanding of policies, practices, and procedures that affect employees.
- d. To instill in employees confidence that personnel actions are taken in accordance with established, fair, and uniform policies and procedures.

- e. To develop in supervisors a greater sense of responsibility in their dealings with employees.

**Section 10.02. GRIEVANCE- DEFINITION AND POLICY:** A grievance is cause for dissatisfaction by an employee as a result of suspension, demotion, dismissal, reduction in pay, alleged discrimination, or objection to material in his/her personnel file. It is the policy of St. Charles Parish to provide a means whereby employees may freely discuss such dissatisfaction by providing an appeal process.

**Section 10.03. GRIEVANCE COMMITTEE:** The Civil Service Board shall constitute the Grievance Committee and all grievances and appeals shall be reviewed by the Board.

**Section 10.04. DEFINITIONS:**

- a. An appeal is a petition submitted by an employee to the Board requesting consideration and remedy of a complaint.
- b. A grievance is a written complaint by an employee that is presented to the employee's supervisor or Department Director and processed through the administrative structure.

**Section 10.05. GRIEVANCE PROCEDURE- STEPS:** When an employee wishes to file a grievance, the following steps should be taken. The number of days indicated at each level should be considered the maximum number of working days unless provided for otherwise and every effort should be made to expedite the process.

- a. **STEP ONE:** The employee with a grievance shall present the matter in writing to the Department Director within fifteen (15) working days after demotion, suspension, dismissal, or alleged discrimination; or within fifteen (15) working days after learning of objectionable material in his/her personnel file. Upon receipt of the grievance, the Department Director shall make arrangements for the employee to present his/her case. The Personnel Officer shall be present.
- b. **STEP TWO:** If the decision reached by the Department Director is not acceptable to the employee, he/she may request in writing within ten (10) working days that the written grievance presented in step 1, be referred to the Civil Service Board, through the Personnel Officer.

The employee may not be represented or assisted by others at this level of the grievance, but may present evidence or have witnesses to testify. The Department Director will make a decision within five (5) working days and a written copy of this decision will be furnished immediately to the employee. The decision of the Civil Service Board ends the formal hearing process.

**Section 10.06. APPEAL OF DISCRIMINATORY ACTION:** Any employee who alleges discrimination may appeal directly to the Personnel Officer in writing within ten (10) days of the occurrence of the action. The Personnel Officer shall investigate the allegations and call for a meeting if necessary, within ten (10) working days and render a decision within ten (10) working



days after the investigation and/or meeting. A copy will be provided to the employee, the Civil Service Board, and the Department Director. If the decision reached by the Personnel Officer is not acceptable to the employee, he/she may request in writing within ten (10) working days that the Civil Service Board review the decision of the Personnel Officer. Any decision of the Board shall be in writing within ten (10) working days after the hearing. The Civil Service Board will send a copy of their decision to the employee, the Personnel Officer and the Department Director.

**Section 10.07. REINSTATEMENT- BACK PAY:** Full back pay and benefits may be awarded to fully reinstated employees winning appeals in suspension, demotion, dismissal, and discrimination cases, if so ordered by the Board.

**Section 10.08. COMPLAINTS NOT CONSIDERED TO BE GRIEVABLE:** An employee is encouraged to discuss with his/her supervisor or Department Director any problem or dissatisfaction outside of the employee's control which grows out of employment with the Parish. Dissatisfactions other than those listed in Section 2 of this Article, however, are not considered grievable actions and would not follow the formal grievance process. The employee should file the complaint with the Department Director and the Personnel Officer, if necessary.

**Section 10.09. MAINTENANCE OF RECORDS:** All documentation, records, and reports will be retained for a minimum of five (5) years and shall be held by the Personnel Officer. These records will be subject to review by the grievant, the employee's Department Director, the Parish President, and the Civil Service Board.

**Section 10.10. PROCEDURE FOR RECORDING, RECEIPT, AND DISPOSITION OF FORMAL GRIEVANCES:** The Personnel Officer will keep a record of all grievances filed. If a complaint is withdrawn, the record shall include any statement from the complainant indicating the reason for withdrawal.

**Section 10.11. ALTERNATIVE REMEDIES:** The existence of these grievance procedures does not preclude an individual from pursuing other remedies available under law.

## **RULE 11.0. RIGHTS AND PROHIBITIONS**

**Section 11.01. Management Rights:** Administration Maintains the ultimate right to establish policies governing its work forces, including the determination of methods and procedures of work, size of work force, assignment of duties, hours of employment.

**Section 11.02. FRAUD:** No person shall willfully or corruptly falsify any statement, certificate, mark rating or report with regard to any test, certificate or appointment, or attempt to commit any fraud preventing the impartial execution of personnel rules.

**Section 11.03. EMPLOYMENT DISCRIMINATION:** No person shall be appointed, promoted, demoted, denied any benefit relative to a full-time or part-time position or in any way favored or discriminated against because of political, religious, racial, age, national origin, sex, physical handicap or other extraneous considerations and forms of prejudice. No person shall be

discriminated against because of a physical handicap if the handicap does not inhibit effective performance in the position he/she is holding or for which he/she is applying.

**Section 11.04. PAYMENT OF MONEY OR SERVICES:** No person seeking appointment or promotion shall either directly or indirectly give, render or pay any money, service or other valuable things to any person for, on account of, or in connection with his/her test, appointment or proposed promotion or appointment.

**Section 11.05. POLITICAL ENDORSEMENT:**

- a. No person shall seek the benefit of, or attempt to use , any political influence in his/her application for any appointment or in connection with performance appraisal, merit increase, grievance processes or appeals decisions.
- b. No person in the Classified Service shall be permitted to allow his/her political activities to interfere with the performance of his/her work, or be permitted to influence other employees in the Classified Service to accept his/her political views while on the job.

**Section 11.06. DUAL OFFICEHOLDING:** No employee may seek or hold an appointive or elective Parish office of public trust, partisan office in any jurisdiction, or any other office which is prohibited by Louisiana Revised Statutes 42:31.

**Section 11.07. DUAL EMPLOYMENT:** An employee shall not engage in outside employment, including self-employment, where such employment would constitute a conflict of interest or would adversely affect the employee's performance in the Parish service.

**Section 11.08. OTHER PROHIBITIONS:** No employee shall engage in any activities prohibited by law or administrative policy.

**Section 11.09. TRANSPORTATION TO WORK:** Employees are prohibited from using Parish-owned vehicles without written authorization from the employee's Department Director.

**Section 11.10. SAFETY EQUIPMENT, PROCEDURES AND PRACTICES:** All supervisors are responsible for establishing adequate safety measures and requiring necessary safety equipment. Violators of established safety requirements shall be subject to disciplinary action as prescribed by these rules.

**Section 11.11. TOOLS, SUPPLIES, AND EQUIPMENT:** Employees will be provided with all tools, supplies and equipment requisite for the performance of their job. Misuse, neglect, theft, abuse and loss of tools, supplies and equipment are prohibited. Employees may be required to pay for any tools, equipment or supplies lost by the employee.

**Section 11.12. PENALTY FOR VIOLATIONS:** Violations of any of the above prohibitions shall be grounds for rejection of application, suspension or dismissal.

## **RULE 12.0. RECORDS**

**Section 12.01. PERSONNEL RECORDS:** The Personnel Officer shall maintain the official personnel files for all Parish Civil Service employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes unrelated to Parish personnel management, without the expressed permission of the employees involved. Nothing herein shall prevent the dissemination of impersonal statistical information. An employee shall have the right of reasonable inspection of his official personnel file under procedures established by the Personnel Officer.

**Section 12.02. STATUS CHANGES:** Department Directors shall report changes in the personnel status of employees in accordance with procedures developed by the Personnel Officer. Employees shall report changes in personnel information, such as address, marital status, telephone number, etc.

**12.03. PERSONNEL OFFICE RECORDS:** Records maintained by the Personnel Officer shall include, but not be limited to, the following files:

- a. Status of all positions in the Parish service covered by these rules.
- b. Status, classification, individual rates of pay or other terms of compensation of all employees in the Parish service.
- c. Leave records for all personnel indicating vacation earned, used and unused, and any other authorized leave with or without pay.
- d. Personnel action or employment records including application forms and records relative to selection, appointment, demotion, transfer, layoff or termination.

**Section 12.04. PERIOD OF RETENTION:** All of the above records shall be maintained at least five years after the date that record was made or the action was taken, whichever occurred later. Records relevant to a charge of discrimination or action brought against the Parish by the U.S. Attorney General shall be retained until final disposition of the charge or action.

**Section 12.05. EXAMINATION OF RECORDS:** The Personnel Officer shall, from time to time, examine department payrolls and related records to determine whether the persons on such payrolls have been appointed, transferred, reinstated, continued or otherwise employed in violation of any provision of the law and rules and to determine whether employees are being paid duly authorized rate.

**Section 12.06. CONFIDENTIALITY OF PERSONNEL RECORDS:** Except as specifically provided in this rule, all records of the Personnel Office and Board (i.e., Board minutes, actions and methodologies used in developing employee classification, compensation and performance appraisal systems) shall be public records and shall be open to public inspection during Parish

government office hours. For reasons of public policy, the following records shall be held confidential:

- a. Any materials pertaining to individual employees (employment applications, merit ratings, pay rates, performance evaluations, disciplinary notices).
- b. All examinations and test questions constructed, maintained or conducted by the Personnel Officer.
- c. Files, statements, reports, correspondence and other data in connection with and related to investigations of violations of the ordinance or rules, when such inquiries are conducted by the Board or the Personnel Officer, other than that which is admitted in evidence at a public hearing.

**Section 12.07 STATUS OF NONCLASSIFIED EMPLOYEES WHOSE POSITIONS ARE DECLARED TO BE IN THE CLASSIFIED SERVICE:** Any of Non-Classified employees whose positions are accepted into the Parish Classified service or are acquired by a Parish department or office, following a needs assessment if deemed necessary, shall be included in the parish Classified service under the following provisions:

- a. Position incumbents who have occupied their position for one year or more shall be granted permanent Civil Service status.
- b. Position incumbents who have occupied their positions for less than one year shall be granted permanent Civil Service status provided they possess the necessary minimum qualifications per the job description and test scores, if applicable. These employees may retain their current dates of employment, (seniority) as their benefits eligibility date; i.e.: sick, vacation, etc... However, their employment (seniority) for purposes of application of Layoffs Procedure shall be the date on which they are accepted into the Civil Service system, unless otherwise grandfathered in prior to the date this amendment was adopted.

REVISED 6-21-05

### **RULE 13.0. DEFINITIONS OF TERMS**

- 13.01. **“Allocation”** means an assignment of position to a class.
- 13.02. **“Board”** means the Civil Service Board of St. Charles Parish established by Council ordinance and charged with responsibility of policy development and review for the Parish’s personnel management systems.
- 13.03. **“Class” or “Class of Positions”** means one or more positions that are sufficiently alike with regard to the kind of work, the level of difficulty and responsibility, qualification requirements and other allocation factors to warrant like treatment in carrying out the usual personnel activities.

- 13.04. **“Classification Plan”** means methodology and products regarding the allocation of positions to classes including official descriptive titles for all classes, class specifications and rules and regulations for implementation of the plan.
- 13.05. **“Department Director”** means the **Director of a Department of Parish Government or their designee, the Administrative head of a Parish Office or their designee or the person designated by the Parish President as the supervisory person to handle personnel matters for a specific group of parish employees. Added-10-11-11**
- 13.06. **“Employee” or “Incumbent”** means a person assigned to perform the work of a position.
- 13.07. **“Grievance Committee”** means the Civil Service Board, which in accordance with Section 10.03., reviews employee complaints about their employment situation.
- 13.08. **“Management”** means the Parish President and all unclassified supervisory personnel at the Department Director level.
- 13.09. **“Parish Service”** means all classified positions and classified employees subject to the provisions of the personnel policies and rules of St. Charles Parish.
- 13.10. **“Pay Plan”** means pay schedules, assignment of classes to pay ranges or specific rates of pay, and rules and regulations governing the implementation and maintenance of the plan.
- 13.11. **“Personnel Officer”** means the person selected by the Civil Service Board for the purpose of directing and overseeing the administration of personnel affairs.
- 13.12. **“Position”** means a group of duties and responsibilities, assigned, or delegated by competent authority and requiring, at minimum, part-time employment of one person. A position can be vacant or occupied. It is the basic component of the entire classification process.
- 13.13. **“Service”** See **“Parish Service”**

All Sections **“He”** shall apply to both male and female.



## **St. Charles Parish**

### **Political Activity Restrictions**

These restrictions shall apply to all Civil Service Employees of St. Charles Parish regardless of whether he or she is:

1. On active duty or off duty.
2. On annual, sick, or compensatory leave.
3. On special or military leave.
4. On leave of absence of any kind, with or without pay, including Family and/or Medical Leave and Worker's Compensation Leave.
5. Off duty during a holiday.
6. Under suspension.

#### **PROHIBITIONS AGAINST POLITICAL ACTIVITIES**

##### **Section 1.0 PROHIBITED ACTIVITIES:**

- 1.1 No person shall be appointed to, promoted to, demoted from, or dismissed from any position in the Civil Service System of the Parish or in any way favored or discriminated against with respect to employment in the Civil Service System of the Parish because of his political or religious opinions or afflictions.
- 1.2 No employee in the Civil Service System of the Parish shall, directly or indirectly, pay or promise to pay an assessment, subscription, or contribution to any political organization or for any political purpose, or solicit or take part in soliciting any assessment, subscription, or contribution from any employee in the Civil Service System.
- 1.3 No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion, or proposed promotion to, or any advantage in a position in the Civil Service System of the Parish.
- 1.4 The Parish President nor any Department Director, or agent or deputy thereof, or supervisor of any employee, shall directly or indirectly demote, suspend, discharge, or otherwise discipline any person in the Civil Service System of the Parish for the purpose of influencing his/her vote, support, or other

political activity in the primary, general, special or other election; and no Parish President nor Department Director, agent or deputy thereof, shall use his/her official authority or influence, by threats, promises, or other means directly or indirectly, to punish or coerce the political action of any employee in the Civil Service System of the Parish.

1.5 No employee in the Civil Service System of the Parish shall be a member of any national, state, or local committee of a political party, or an officer or member of any factional political club or organization, or a candidate of nomination or election to any public office, or shall make any political speech or public political statement on behalf of any candidate, faction, or party as a part of any political campaign for the nomination or election of public office, or shall take part in the management or affairs of any political faction or party, or in any campaign, except to exercise his/her rights as a citizen to express his/her opinion privately, to cast his/her vote for whom he/she pleases, and to serve as a poll commissioner at the polls in any election.

1.6 No person elected to public office shall, while serving in such elective office, be appointed to or hold any position in the Civil Service System of the Parish.

## **Section 2.0 REPORT OF VIOLATIONS:**

2.1 It shall be the duty of any employee or Parish official to report promptly any violation of the provisions of this rule to the Personnel Officer, whose duty it shall be to make a thorough investigation concerning the alleged violations and to report his/her findings to the Civil Service Board.

## **Section 3.0 BOARD ACTIONS ON VIOLATIONS:**

3.1 The Civil Service Board, on its own initiative, may at any time investigate any violations of the provisions of this Rule by any person. The Civil Service Board, upon the filing of written charges by any person of such violation, shall, through the Personnel Officer, investigate said charges. Within ninety (90) days after the filing of the charges as herein provided, the Board shall hold a hearing concerning the charges. If the Board, after conducting a hearing in an investigation instituted either on its own initiate or after charges, shall determine that the person or persons under inquiry did violate any of the provisions of these Restrictions, the Board if empowered, in its discretion, to take the following actions.

- a. In the case of employees who, under Article III, Section C. 5. a. of the St. Charles Parish Home Rule Charter, are exempt from the Civil Service Board authority with regard to appointment, promotion, and dismissal, the Civil Service Board shall recommend to the Parish President such disciplinary action as the Board deems appropriate, and shall furnish copies of its recommendations to the appropriate Department Director.



- b. In the case of employees who are subject to the full jurisdiction of the Civil Service Board in accord with Article III, Section C. 5. of the St. Charles Parish Home Rule Charter, the Civil Service Board shall order such disciplinary action as the Board deems appropriate, and the appropriate Department Director shall immediately take such action necessary to comply therewith.

#### **Section 4.0 RECALL PETITIONS:**

4.1 Classified Civil Service employees may sign recall petitions of elected Public Officials and Initiative petitions, however, no classified employee will be permitted to solicit any signatures or in any way act as an initiator or member of a recall or initiative petition committee.

#### **Section 5.0 VIOLATION EXAMPLES:**

5.1 The following are examples of Prohibited activities in which a classified employee may not engage. These examples are only a sample of violations and are not intended to be a complete listing:

- a. Acting as a campaign manager or officer
- b. Soliciting votes in an election campaign
- c. Acting as a chauffeur or driver for a candidate in an election campaign or accompanying him/her when he/she is soliciting votes.
- d. Openly announcing preference for a candidate, faction, or group in an election campaign
- e. Attempting to influence voters in an election campaign
- f. Threatening reprisals because of a citizen's activity on behalf of a candidate
- g. Attempting to influence a voter in his choice of candidates or issues while serving as a commissioner at the polls.
- h. Distributing cards for a candidate, faction or group during an election campaign
- i. Speaking over a loud speaker in aid of a campaign
- j. Distributing money for support of a candidate, faction or group. Contributing a vehicle or money to promote transportation of voters to the polls.
- k. Offering to pay for votes or passing out cards in aid of a candidate, faction or group

- l. Procuring the services of another to work in the promotion of an election campaign
- m. Asking a subordinate employee to vote for a particular candidate.
- n. Displaying a political sticker on a vehicle owned or operated by the employee
- o. Posting political pictures or advertisements in public places. Addressing campaign literature or envelopes
- p. Working at campaign headquarters or otherwise assisting in a political campaign
- q. Wearing in public places shirts printed with vote solicitations or political messages
- r. Purchasing tickets for “testimonial” or “political” dinners for purposes of raising campaign funds for contributing to a candidate for public office
- s. Distributing or transporting political literature, posters, or other political data
- t. Displaying a political sign or poster on property owned by an employee either solely or jointly

# **TRAVEL REGULATIONS**

The following travel regulations have been established by the St. Charles Parish Civil Service Board. The regulations and allowances contained herein pertain to the travel of all classified employees on official Parish business the expenses incurred thereon and the maximum claims for reimbursement that will be allowed.

## **SCOPE OF REGULATIONS**

The following regulations will be effective May 1, 1995

### **I. EXCEPTIONS TO TRAVEL REGULATIONS:**

The travel regulations established by the Civil Service Board shall govern reimbursement of travel expenses (transportation, meals, lodging and miscellaneous expenses) for all classified employees with the following exceptions:

- a. Where allowances are fixed by law.
- b. Where the best interest of the Parish call for exceptions, however, no charge from the established regulations will be allowed without first securing prior written approval of the respective Department Director and the Parish President.

### **II. ELIGIBILITY FOR REIMBURSEMENT OF TRAVEL EXPENSES:**

- a. All Classified employees are eligible to receive reimbursement for travel and subsistence only when away from “official domicile” on temporary assignment. “Official domicile” is defined as the employee’s “normal work place.”
- b. A Classified employee whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.
- c. Classified employees will be reimbursed on an actual expense basis except in cases where other provisions for reimbursements have been made by statutes and/or cited herein. In cases where actual expenses are claimed, all employees will cooperate to the extent that all records of travel will be clear and complete. Receipts and other supporting documents must accompany the request for reimbursement.

### **III. AUTHORITY TO INCUR TRAVELING EXPENSES:**

- a. All travel must be authorized and approved in writing by the head of the Department or Office from whose funds the traveler is paid, all out of Parish travel must be also approved by the Parish President. A file

shall be maintained by the Department Director on all approved travel authorization.

- b. Traveling expenses shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized by law to be performed by the Department and must be within the limitations prescribed.

#### IV. **TRANSPORTATION:**

- a. Travel routes- The most direct and usually traveled route must be used by official Parish travelers. All mileage shall be computed on the basis of odometer readings from point of origin to point of return.
- b. Method of Transportation- A common carrier (train, bus or airplane) should be used for out-of-state travel. As otherwise provided herein, air travel by classified employees will be reimbursed only at coach or economy class rates. The difference between the air coach or economy class rates and first class air rates will be paid by the traveler, if travel was performed at first class rates. If space is not available in less than first class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airlines indicating this fact. The certification will be attached to the expense statement. When the Department Director and Parish President approves use of privately-owned automobiles for out-of-state travel, the traveler shall be reimbursed travel cost (transportation, lodging, meals while in route) not to exceed the cost of travel by coach/economy class air rates. Reimbursement shall be on the basis of the most direct route. Employees should schedule vacation or compensatory time if extra time off the job is required to accommodate their preference not to use a common carrier.
- c. Parish-Owned Automobiles
  - 1. No Classified employee may operate a Parish-owned vehicle without having in his/her possession a valid State of Louisiana Driver's License.
  - 2. No Parish-owned vehicle may be operated in violation of the generally recognized State or Local laws.
  - 3. All accidents, major and minor, involving Parish-owned vehicles must be reported immediately in writing to the Risk Management Officer, together with name and addresses of available witnesses and principals.
  - 4. Travelers in Parish-owned automobiles, who purchase equipment and incur repairs while on travel status, shall make use of all fleet

discount allowances and Parish bulk purchasing contracts where applicable and invoice repairs. Each department shall acquaint themselves with the locations of such firms doing business with the Parish by contacting the Purchasing Office.

5. No parish employee shall carry unauthorized passengers in Parish-owned automobiles.
- d. Personally-Owned Vehicles
1. No personally-owned vehicle may be used on official Parish business unless prior written approval has been granted.
  2. No personally-owned vehicle may be operated on official Parish business in violation of generally recognized State and Local laws including automobile insurance coverage requirements as provided by State Law.
  3. All accidents major or minor involving personally-owned vehicles being operated on official Parish business must be reported immediately in writing to the Risk Management Officer, together with names and addresses of available witnesses and principals.
  4. When two or more persons travel in the same personally-owned vehicle only one charge will be allowed for the use or expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

**V. REIMBURSEMENT FOR TRAVEL, SUBSISTENCE, AND OTHER EXPENSES**

- a. Transportation- For the purpose of reimbursement, the following regulations are prescribed.
  1. A mileage allowance shall be authorized for travelers using personally-owned vehicles while in the conduction of official Parish business. Mileage shall be reimbursable on the basis of the allowable reimbursement rate established by the Parish President. Mileage will be computed as provided for in Section IV-A. The traveler shall be required to pay all vehicle operating expenses such as, but not limited to, fuel, repairs, replacement parts, and insurance.
  2. Parish employees using either Parish-owned vehicles or personally-owned vehicles of official Parish business will be reimbursed for storage and parking fees, ferry fares, and road and

bridge tolls. Receipts are required and must accompany expense statement.

Department Directors may waive in writing the parking receipt requirement when employees utilize parking areas where receipts are not given. Examples are: Parking meters and parking lot boxes where you insert the parking fee. The employee shall prepare a statement giving the reason the exception to the regulations is needed and state the parking method used (i.e.: parking meter (street address must be shown), parking garage/lots where no receipt is given (lot name and address must be listed)). The statement shall be approved by the Director and attached to the travel expense statement.

3. In no case will a traveler be allowed mileage on transportation when he is gratuitously transported by another person.
4. Rental automobiles are permitted for transportation when at a location away from the official domicile. Prior written approval will be required from the respective Department Director. Good judgement should be exercised and automobiles should be shared with fellow travelers when possible. Medium to small cars should normally be rented unless the group size cannot be reasonably accommodated. Receipts for car rentals must accompany the expense statement.

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- b. Meals- for purpose of reimbursement, the following amounts will apply:
  1. Meals only- (including tips): Employees, while on in-state/out-of-state travel, may be reimbursed on an actual expense incurred basis up to but not to exceed the following amounts:

Breakfast:	\$12.50
Lunch:	\$18.50
Dinner:	<u>\$29.00</u>
Total:	\$60.00

**Receipts are required and must accompany the expense statement. The receipts must state the name and location of the restaurant, the names of employees for which reimbursement is being requested, the date of service and the expense amount.**

2. Employees may be reimbursed for meals according to the schedule below:

**Breakfast:** When travel begins before 7:00 AM and extends beyond 10:00 AM

**Lunch:** When travel begins before 10:00 AM and extends beyond 2:00 PM

**Dinner:** When travel begins before 4:00 PM and extends beyond 7:00 PM

\*Departure and arrival times for all destinations must be shown on the expense statement.

**If travel begins before 7:00 AM and extends beyond 7:00 PM, on the same day, employees will be reimbursed up to the total daily allowance for meals regardless of individual meal amounts.**

c. Lodging only: Employees may be reimbursed actual expenses for lodging at the going rate, for a single occupancy room. Receipts are required and must accompany the expense statement.

Other expenses- The following expenses incidental to travel may be reimbursed:

1. Communication expense relative to official Parish business. (receipts required)
2. Registration fees at conferences. (receipts required)
3. Charges for storage and handling of equipment. (receipts required)
4. Taxi and bus fares (Taxi receipts required)
5. Tips (for baggage handling only)
6. Shuttle services (receipts required)

d. Restrictions Governing Claims for Reimbursement

1. In case an employee travels by an indirect route for his/her own convenience any extra cost shall be paid by the traveler and reimbursement for expense shall be based only on such charges as would have been incurred by the most direct and usually traveled route.
2. Items included in any expense account which do not fully conform to these regulations will not be allowed for payment.

e. Receipts or Other Support

\*\* Receipt for other substantiation are required for travel expenses, except for the following:

1. Local bus or streetcar fares

2. Tips (for baggage handling only)

VI. General

a. Funds for Travel Expense- Persons traveling on official business will provide themselves with sufficient funds for all routine expenses. Advances of funds for travel shall be made only for meals and lodging. A travel advance shall be issued for each day of authorized travel and each day spent at the destination. Any excess advance funds shall be punctually repaid when submitting the travel voucher covering the related travel.

b. Claims- All claims for reimbursement for travel shall be submitted on the Parish form and shall include all details provided for on the form. The form must be signed by the person claiming reimbursement and approved by the appropriate Department Director. The purpose for extra and unusual travel must be stated on the form. In all cases, the date and time of departure from and return to domicile must be shown. **The person submitting the form shall be responsible for making a copy of the form with the department director's approving signature and all attachments and keeping it on file. The Parish shall not be responsible for the claimed travel expenses if the original expense claim form and/or attachments are misplaced and a copy cannot be provided to substantiate the expenses.**

The cost of air transportation shall be invoiced directly to the Parish. The expense statement shall show all expenses in detail to the end that the total cost of the trip shall be reflected by the expenses statement. A notation will be made on the expense statement depicting the date of travel, destination, amount, and the fact that the air fare, registration, or any other direct payment has been paid by the Parish.

**Revised 3-5-96**

c. Lodging- Agency and department heads shall take all steps to inform all personnel on travel status that:

1. Whenever possible travelers shall request and make use of discount rates for lodging.
2. Request for reimbursement for lodging that reflect above average charges will be subject to subsequent review and justification.

d. Fraudulent Claims- Any person who submits a claim pursuant to the aforementioned regulations, and who willfully makes and subscribes any such claim which he/she does not believe to be true and correct as to every material matter or who willfully aids or assists in or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to immediate



dismissal, as well as being criminally and civilly liable within provisions of State Law.

- e. **\*\*All travel vouchers must be filed within 15 days after the completion of the assignment or 15 days after the end of the month for routine mileage reimbursement.**

# **LAYOFFS**

**PURPOSE: To provide an equitable means of reducing the work force.**

## **Section 1: ADMINISTRATION**

- 1.1 In the event of a reduction in the work force for fiscal or other reasons, in each classification to be reduced the employee having the lowest amount of Seniority shall be laid off.

## **Section 2: DESIGNATION OF CLASSIFICATIONS AFFECTED**

- 2.1 The Department Director or Administrative Officer having jurisdiction over the job classifications to be eliminated shall forward a list of said classifications to the Personnel Officer for processing. The classifications thus designated shall include all the employees who are currently employed or who are on authorized leave from position in that classification.

## **Section 3: SUCCESSION OF LAYOFFS**

- 3.1 When employees in a designated classification are to be laid off, the order of layoff shall be determined by the Personnel Officer in the following order of succession:
  - a. Seasonal employees/temporary employees
  - b. part-time employees
  - c. full-time employees, in the manner herein after specified
- 3.2 Should it become necessary to lay off full-time employees, an order-of-layoff list for each classification involved shall be established in the following manner:
  - a. Full-time employees shall be laid off in the inverse order of seniority within the classification eliminated, within the grade level, or in a lower grade level of work for which the employee is qualified, in this order.
  - b. All employees demoted to a classification in a lower grade level shall be compensated at the entry level salary for the classification
  - c. The employee in the lower classification shall be demoted or laid off in accordance with this rule.
- 3.3 Seniority for full-time employees shall be computed as follows:
  - a. By the total length of continuous, uninterrupted service under full-time employment with the Parish Civil Service System, unless hired as an employee of Waterworks District #1, Waterworks District #2, Sewer District #3, and the Department of Community Services prior to

consolidating, then original date of hire with continuous, uninterrupted service.

- b. By the total length of continuous service under full-time employment plus the total length of prior uninterrupted service under full-time employment occasioned by a layoff, providing the break in service occasioned by such layoff is not greater than thirty-six (36) months.
- c. From the date of re-entry into Parish employment by a full-time employee who was separated from the Parish service by resignation; provided, however, that half credit shall be allowed for prior service under full-time employment with the Parish in excess of forty-eight (48) months, if the break in service occasioned by resignation does not exceed thirty-six (36) months.
- d. From the date of re-entry into the Parish employment by an employee who was terminated from the service for cause and subsequently rehired.

- 3.4 In the event two (2) or more full-time employees have like seniority, an honorable discharge member of the Armed Forces, or a dependent thereof shall be laid off last. When two (2) or more full-time employees have like seniority with or without benefit of honorable discharge the Director of the Department shall have the discretion in determining which employee shall be laid off first.

#### **Section 4:PROCEDURE**

- 1. The Parish President shall submit a list of the job Classifications to be eliminated to the Personnel Officer.
- 2. The Personnel Officer shall, in accordance with these procedures, prepare a list of employees to be laid off.
- 3. Full-time employees shall be given written notice of their layoff at least ten (10) work days prior to the effective date of the layoff.
- 4. Employees shall be sent to the Personnel Office for an exit interview prior to layoff. During the exit interview, re-employment rights will be explained to the employees.
- 5. When laid off, employees must be paid their accumulated annual leave and compensatory time at the time of separation from the service.
- 6. The name of every regular employee who is laid off shall be placed on an appropriate re-employment list by the Personnel Office for a period not to exceed two (2) years from the date of layoff. All such names shall be ranked by seniority within classification.